

Lower Oxford Township
Board of Supervisors Meeting Minutes
December 9, 2019

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, December 9, 2019.

The following were in Attendance: W. Ronald Kepler, Chairman; Joel C. Brown, Vice-Chairman; Kevin R. Martin, Member; Secretary/Treasurer, Deborah J. Kinney; Codes Enforcement Officer, Terri Dugan; Building Inspector, Scott Moran; and seven guests.

CALL TO ORDER

Mr. Kepler called the Regular Board of Supervisors meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE - Mr. Kepler led the Pledge of Allegiance to the flag.

PUBLIC COMMENT CONCERNING ITEMS ON THE AGENDA – None.

RECOGNITION OF THOSE ASKING TO APPEAR ON THE AGENDA - None.

APPROVAL OF THE MINUTES - *Mr. Martin moved to approve the minutes for the Board of Supervisor's meeting held on November 11, 2019. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.*

TREASURER'S REPORTS

Mr. Martin moved to approve and pay the bills totaling \$69,864.13 from the General Fund. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to approve Escrow Release No. 4 in the amount of \$175,193 for the Conner Road (Pine View Estates) Subdivision & Land Development Plan per the Engineer's approval letter dated December 9, 2019 leaving a balance of \$1,143,427. Mr. Brown seconded the motion. Mr. Kepler abstained. MOTION Carried.

Mr. Brown moved to approve the Treasurer's Report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

CORRESPONDENCE - Mrs. Kinney read the correspondence listing and stated it is available for public review at the Township Office upon request.

BUILDING INSPECTOR – Mr. Moran presented his report. He conducted five plan reviews, eight regular inspections; and ten commercial inspections for November 2019.

Mr. Martin moved to approve the Building Inspector's report. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

CODES ENFORCEMENT OFFICER - Ms. Dugan stated that she issued two residential building permits; one zoning permit; two Use & Occupancy certificates; one commercial sign permit; and two sign permits.

Mr. Jason Shaner, Impact Engineering, presented a plan before the Board on behalf of Hearne Hardwood asking for a waiver from SALDO per the Township Engineer's letter dated November 25th.

Mr. Brown moved to approve a waiver from the Subdivision and Land Development Ordinance for Hearne Hardwood's 10,000 sq. ft. building per the Township Engineer's letter dated November 25, 2019, however, a stormwater management plan will be required. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Dugan reported that she received Reedville Business Park and Reedville Village 24-month extension in letters dated November 20, 2019.

Mrs. Dugan reported that there was one violation at 421 Dalton Road for failure to obtain a building permit for an addition to an existing accessory building.

Mr. Martin moved to approve the Codes Enforcement Officer report. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

ENGINEER - Mrs. Kinney presented the following Engineer's Report for November 2019: Reviewed a waiver of Land Development request from Hearne Hardwood; reviewed escrow release for John King at 260 Township Road, Oxford; reviewed Pine View Estates on-going construction work; reviewed as-built plans for Landhope and recommended letter of credit with a cash escrow hold.

Mr. Brown moved to approve the Engineer's report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

ROADMASTER - Mrs. Kinney presented the following Roadmaster's Report for November 2019: Cleaned-up downed tree on Hayesville Road; cleaned gutters on Kimble Road; cut down dead tree on Hall Road; refilled salt shed; dug water line for Township's new well; trimmed trees on Kimble Road and Osborne Road; boom-mowed Jackson School Road and Lower Hopewell Road; mounted cinder spreader on small dump truck; replaced spinner motor on freightliner dump truck; serviced pick-up; and cleaned the Township building.

Mr. Martin moved to approve the Roadmaster's report. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

OASA REPORT - Mr. Kepler stated that the Brick Road property has not been sold. A letter was received from OASA stating that if the land does not sell, the USDA loan will be due in June of 2020 and Lower Oxford Township will have to pay their portion of the loan at that time.

OXFORD AREA RECREATION AUTHORITY – No report.

HISTORICAL COMMISSION - Mr. Eaton reported that the LOHC met in November. They are putting together two groups to develop a Regional Historical Committee for African History. Their goal is to get Lincoln University to reach historic level.

EMERGENCY MANAGEMENT REPORT - Mr. Kepler stated that there were two house fires in the past month on Township Road and Elkdale Road.

OXFORD REGIONAL PLANNING COMMITTEE REPORT - Mr. Brown reported that the ORPC met on December 5th. The Committee discussed the annual budget and the official report should be available by January 22nd. Brandywine Conservancy is asking each municipality to contribute money towards developing a model ordinance for timbering. Stephanie Armpriester has requested that all municipal representatives explore ways to educate residents regarding stormwater management and MS4.

Mr. Martin moved to approve up to \$450 to begin mapping the woodlands in the Oxford Area region in order to develop a model ordinance for timbering. Mr. Kepler seconded the motion. All in favor. MOTION CARRIED.

TAX COLLECTOR REPORT - Mrs. Kinney stated that \$57.90 was collected for the Fire Hydrant Taxes and \$359.16 was collected from the Chester County Treasurer's Office for the Real Estate Taxes for the month of November.

Mr. Brown moved to approve the Tax Collector's report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

OLD BUSINESS - None.

NEW BUSINESS

Mr. Martin moved to approve and adopt the 2020 Budgets for General Fund, State Fund, and Open Space Revenue Fund. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

A letter from the PA Public Utility Commission dated November 20, 2019 was received outlining the items that Lower Oxford is responsible for in accordance with Part 8 of the Manual on Uniform Traffic Control Devices.

Mr. Brown moved to approve and adopt the Disclosure Statement as required by Chapter 7-A – Act 44 of 2009, the Municipal Pension Plan Funding Standard and Recovery Act. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

OTHER BUSINESS

Mr. Kepler moved to authorize Julie Brady, Planning Commission Member, to attend the Community Planning Course to be held on March 4th, 8th, and 25th, 2020 at a cost of \$158. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Larry Maulo, Maulo & Co., LTD, hand delivered a letter on December 3rd resigning as Township Auditor as of January 1, 2020. Mr. Maulo stated to Mr. Kepler and Mrs. Kinney that the mid-year audit he conducted was fine and the QuickBooks accounts were all in order and there were no findings. He will send a letter to follow-up. Mr. Kepler stated that the Township is in the process of interviewing CPA firms.

Mr. Brown moved to accept the resignation letter from Maulo & Co., LTD dated December 3, 2019. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

A letter dated November 6, 2019 was received by PennDOT stating the off-premise advertising signs did not meet their requirements under the Outdoor Advertising Control Act of 1971, 36 P.S. § 2718.101 et seq. and 67 Pa. Code, Chapter 445. Codes Enforcement Officer, Mrs. Dugan, is working with them to decide how to bring them into compliance. Mr. Kepler suggested that Mrs. Dugan set up a meeting with PennDOT to discuss the issue.

Mr. Brown moved to adopt the “Agreement to Purchase Sewer Conveyance Capacity in a Six-Inch Sewer Force Main to be Constructed”. Mr. Martin seconded the motion. Mr. Kepler abstained. MOTION CARRIED.

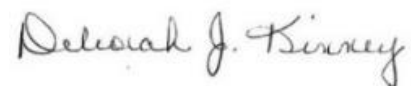
In a letter dated December 2, 2019, Chester County Planning Commission is asking if Lower Oxford is interested in developing a 12-month Circuit Trail Feasibility Study Advisory Committee. There is no interest at this time.

Mrs. Kinney reported that a State Audit was conducted for the liquid fuels account on Wednesday, December 4, 2019. In a letter from the State auditor dated December 4, 2019, there were no findings.

PUBLIC COMMENTS – Mrs. Brady asked if the new proposed sewer line agreement on Baltimore Pike, will have new homes tapping in. The Board responded that there will be 52% of the line designated for new homes.

ADJOURNMENT - *Mr. Brown made a motion to adjourn at 8:11 p.m. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

Respectfully Submitted,



Deborah J. Kinney
Secretary/Treasurer